

SECRET

CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

CAPER - Report #3 - Cases Closed During the Month

2. TYPE
OF
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL☐ TRAINING☐ LOGISTICS☒ SECURITY☐ MEDICAL☐ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

1--on 20th of month

4--at end of month

5. FREQUENCY (weekly, monthly, quarterly, etc.)

twice each month

6. DISTRIBUTION (No. of components not
number of copies)

1--on 20th of the month

4--at end of the month

7. FORMAT (memorandum, form
computer print-out, etc)

Computer Print-Out

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

580

9. DIRECTIVE AUTHORITY REQUIRING REPORT

(basic policy statement)

25X1

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OCS

OS/SR&CD

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

Punched Cards (SR&CD)

12. COST FACTORS**A. MANUAL PREPARATION AND REVIEW COSTS**

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
<u>PUNCHED</u>	<u>CARDS</u>						
	<u>NUMBER</u>	<u>COST EACH</u>					
	389	.05		19.45	12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

<u>PAGES</u>	<u>COST PER PAGE</u>			
1 (Single Copy)	.05	.05	24	1.20
4 (Multicopy)	.03	.12	24	2.88

TOTAL COSTS PER YEAR

\$354.18

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report provides totals of different types of closings on different
types of cases. Needed by PSD for preparation of monthly Branch Reports.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☐ RETAIN AS IS ☒ OTHER (explain) Retain as is, pending devel-
opment of comprehensive revision of case
processing system, now entering Design Phase.

MAN-HOURS

DOLLARS

25X1

16. DATE OF INVENTORY

1 October 1976

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Security Officer / Systems Analyst

18. EXTENSION

Approved For Release 2006/11/05 : CIA-RDP75-00399R000100070116-2